

Parent-Student On-Line Course Selection Instructions

Helpful Tips/Reminders:

1. **Course selections can be made only in the Parent Portal.** The Student Portal access will be disabled during the week that course selections are open. It is important to work with your student to complete the Course Selection Worksheet that your student brought home from school. The Worksheets will also be available on the web. Make sure that you have the courses that your student would like to take written on the worksheet before you begin. Also, make sure that your student meets the Prerequisites for all of the courses that they are selecting.
2. **If you do not have internet access at home or another place, you may come to DeSales** at the times listed on the letter sent home with the Q2 report card. A teacher and/or guidance counselor will be available in Computer Lab 116 to help you with the process.
3. **Be sure to read and heed the information at the top of the Course Selection page before you begin.** It is very important that it is followed closely.
4. **COURSE DESCRIPTIONS can be viewed on-line by going to:** <http://www.stfrancisdesaleshs.org/current-students/academics>
5. It is important to pay attention to the prerequisites that are listed for the courses that you want to take. If you do not meet these prerequisites, you will not be allowed to sign up for the courses. In many cases an instructor recommendation is required to take specific courses. Recommendations are given by the department teachers in PowerSchool. Students need to ask their teachers to make the recommendations for elective courses before they try to select classes. **Again, check the Course Descriptions on-line for specific prerequisites and ask your teachers for recommendations BEFORE selecting your courses.**
6. All course requests must be completed between the dates listed on the letter that was sent home with the report cards for Quarter 2.. On the last date the on-line registration process will come to a close. After that time you will be required to bring your signed Course Selection Worksheet to your Guidance Counselor to select courses.
7. If you have problems with the on-line registration process, please take your signed Course Selection Worksheet to your Guidance Counselor to work out any problems.

How To Select Classes For Next Year Online via PowerSchool

1. While on the Internet, type the following into your web address line: <http://desales.powerschool.com>
2. While on the PowerSchool log-in page, enter the following information: Normal Parent Portal Username and Password. (See Q2 report card if you do not have it.)



3. Once you are in, **click on the "Class Registration" icon** in the right hand side at the top. On the Class Registration screen, you will see the subject areas available to your grade level listed on the left with special instructions/explanations. On the right side, you will see that each subject area has either a green check mark or a red exclamation point.



BE SURE TO CLICK THE 'SUBMIT' BUTTON AT THE BOTTOM OF THIS PAGE TO SAVE YOUR CHOICES AFTER YOU FINISH MAKING ALL OF THEM.

[Click Here to View Requests](#) → View course requests

12th Grade Core Requirements The following Selections are required for Seniors:	ROOM 12 0000012 - 0 credits	THEO IV 0001204 - 1 credits	Lunch (Sem 1) 0018000 - 0 credits
	Lunch (Sem 2) 0018001 - 0 credits	← "Boxed" (Selected) Courses.	




12th Grade English Course Requirement
Choose the required English Department course according to what was recommended by your 11th grade English teacher.

← **Explanation/Directions** Click the edit button to request a course → **Edit Button** ^

- The **green** check mark means that if the subject area has a **required course** for your grade level, it has already been pre-loaded for you and you will see the **“boxed”** classes in the middle of the main page.
- If the subject area has a **green** check mark to the right, but does not have the classes “boxed” yet, it means that you can request courses from this non-required subject area by clicking the edit button  to request a course.
- If a subject area has a **red** exclamation point to the right, it means that it is a **REQUIRED** subject area and you **MUST** select a course or courses from that area—for example, the English Requirement will have an “!” which means you must choose one of the courses in the list presented by pressing the Edit Button.... 

12th Grade English Course Requirement



Choose the required English Department course according to what was recommended by your 11th grade English teacher.

<input checked="" type="checkbox"/>	Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	HON ENG IV	0000441	1	Placement by Junior teacher based on performance	
<input type="checkbox"/>	AP SR ENG	0000440	1	Recommendation by Junior teacher based on performance	 Prerequisites have not been met
<input type="checkbox"/>	CP ENG IV	0000442	1	Recommendation of Junior English teacher based on performance	 Prerequisites have not been met
<input type="checkbox"/>	ENG IV	0000443	1	Recommendation by Junior teacher based on performance	 Prerequisites have not been met


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You may select 1 course. You have selected course.

- To save your selections for that subject area, go to the bottom of that menu and click **OKAY**. Conversely, if you would like to change a class or delete it, you can de-select it and click **OKAY**.
- Each time you make your selections, you will see them **“boxed”** in the middle of the main page.
- Notice at the very bottom of the main page, that you can track **how many credits you have requested** so far. A red exclamation point will remain **until** you reach the magic number of 6.75 credits and have also selected your alternates. When you finally see a green check mark appear at the bottom, indicating that you've successfully completed the process then you **click the “SUBMIT” button at the bottom of the page**.

Semester Long Alternate Courses Click the edit button to request a course  

Because of scheduling conflicts and restraints, it is often necessary to replace selected "Semester Long Elective Courses" with other semester long courses. Please choose at least three semester long alternates in case replacements are necessary:

Requires between 6.75 and 8 credit hours. 

Credits Requested So Far → Requesting 1 credit hours.

Must Click Here When Finished →

You may see the choices that you just made by clicking the **“View course requests”** link just above the first set of “boxed” courses near the top of the course selection page. If you are finished you may click the **“Logout”** Button at the top of the page.